

DMV USE ONLY	
OCCUPATIONAL LICENSING NUMBER	
FIRM NAME	

TVS INSTRUCTOR APPLICATION CHECKLIST ✓

All applicant forms may be completed online and printed or they can be printed and completed manually in blue ink. All forms must be submitted with original (wet) signature in blue ink. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

	INSTRUCTOR LICENSE ONLY	OWNER / INSTRUCTOR LICENSE
SECTION 1 — FORMS REQUIRED <i>Attach documents in order stated.</i>	✓	✓
TVS Instructor Application Checklist (OL 710A)		
Application for Traffic Violator School Operator and Instructor License (OL 710)		
Application for Occupational License Personal History Questionnaire, Part B (OL 29B)		PROVIDE WITH OWNER APPLICATION
A copy of a valid driver license or identification card and verifiable social security number. NOTE: Refer to FFDL 8 https://www.dmv.ca.gov/pubs/brochures/fast_facts/ffd108.htm for other eligible documents to verify SSN. For additional information see <i>California Code of Regulations</i> Section 450.00 and 450.02; or refer to the <i>United States Code</i> , Chapter 14, Subchapter II: Eligibility for State and Local Public Benefit Programs and Subchapter IV; General Provisions. http://uscode.house.gov/view.xhtml?path=/prelim@title8/chapter14/subchapter4&edition=prelim .		
Request for Live Scan Service (yellow copy) (DMV 8016)		PROVIDE WITH OWNER APPLICATION
SECTION 2 — ADDITIONAL DOCUMENTS REQUIRED <i>Attach documents in order stated.</i>	✓	✓
Evidence of successful completion of the TVS instructor written examination. <i>Owner/instructor applicants must be tested by an Occupational Licensing Inspector. (EXEMPTION: Applicant has passed the TVS operator examination.)</i>		
Proof of high school graduation or equivalent.		
Letters of employment acknowledgement from each school. <i>Required for "Additional" applications only.</i>		
SECTION 3 — IMPORTANT INFORMATION <i>Incomplete applications will be returned.</i>	✓	✓
Keep a copy of all documents for your records.		

Submit the above required forms and documents to a local Occupational Licensing Inspection's Office. For office locations refer to www.dmv.ca.gov/fo/inspector_office.htm. An Inspector will review the application to ensure all requirements are fulfilled and complete an applicant background check. An Inspector will issue permits and supplies to operate only after all requirements are fulfilled, the background check performed is clear, location has been inspected and approved, and the employing licensee's is approved to operate. Incomplete applications will be returned. Unsuccessful applicants will be notified of the discrepancies or decisions not to issue a license.

